



Events Calendar Submission Guidelines

www.arts.utah.gov

The Utah Arts Council provides a listing of local, regional and statewide art events that correspond with the mission of the Utah Arts Council to "serve all people of the state as it fosters creativity, promotes excellence, and encourages diversity in the arts in Utah." Please note that this list is not inclusive of all events held in the state but "broadens the availability of and increases the appreciation of the arts" throughout the state.

The Utah Arts Council will consider listing events that meet the following criteria:

1. Submission Criteria:
 - a. Arts events that are community-based;
 - b. Arts events that are supported by local arts and non-profit organizations which promote cultural awareness (e.g., arts events, celebrations, shows, performances) or are educationally-oriented (e.g., workshops, forums, seminars, conferences);
 - c. Arts events that showcase local artists and performers.
2. The following event information is required and must be submitted in a timely manner (five working days advance notice) to the calendar administrator:

Date(s)
Time
Event Category (e.g., celebration, workshop, conference, performance, etc.)
Title of Event and SHORT description
Location (Venue) and Physical Address (Street, City)
Admission Price (if any)
Contact Name
Contact Phone
Contact email
Sponsor
3. To enter your event, go to the "events calendar" section on our website. Go to the tabs (day, week, month, search, update) and click "**update**." Enter the following user name and password to login to the calendar.

User ID: public
Password: public

Events submitted for review will not be included in the calendar until approved by the calendar administrator. Events will be posted each Friday.

The Utah Arts Council Events Calendar is maintained to post events throughout Utah that correspond with its mission. Events that are submitted and meet our policy for listing will be posted. Incomplete submissions will not be posted. Event requests deemed to be associated with illegal, fraudulent or malicious activity, partisan political activity, or religious promotion will not be considered.